

How to Reserve Space in the DRC Testing Center (Exams, Quizzes, Midterms, and Finals)

- 1. Go to the following link <u>https://olympic.accessiblelearning.com/Salisbury/</u> Use your current SU email address and password. Duo is required.
- On your Dashboard, On the left-hand column, you can view the equipment you have checked out, your approved accommodations (eligibilities), schedule exams, and also view all your Faculty Notification Letters.

My Dashboard	
Home » My Dashboard »	Overview
Login as User Feat	UNDERVIEW
Back to My Profil	IMPORTANT MESSAGE(S)
¥ Home	Please read the following message(s) regarding your account:
> My Dashboard	Your To Do List
> My Profile	1. MCOM 461.001 - Mass Communication Internship
> Request for Appoint	ment Alternative Testing: You have not scheduled any exams for this class.
Submit Additional Documentation to OA	
> My Maibox (Sent E-Mai	6) Select Accommodations for Your Class
 My Accommodations My Eligibility 	Important Note 1. Course may take <u>up to 48 hours</u> to display in the system after you have registered for them. If you do not see one or more of your course in the list below 48 hours after registering, please contact Office of Accessibility.
> List Accommodations	2. Your courses might not display below if you are part of the course waiting list.
Alternative Testing	 To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
Any questions or co Use the following or information: Phone: (603) 323 - 3290 Send an Email	A driver are unable to select a checkhox from the list of courses below, that means you have already submitted your request for accommodators for that course.
Logout	Step 1: Select Class(es)
Once you finish with your please do not forget to L and Close Your Brow	(Requested) Fail 2020 - ANTH 315.002 - FOREHSIC ANTHROPOLOGY (CRH: 12832) (Requested) Fail 2020 - MORE 451H.001 - HONDRS THESIS SYMPOSIUM (CRH: 11659)
Log out	Fall 2020 - MCOM 412.001 - ETHICS ISSUES MASS COMMUNICATI (CRN: 11646)

a. Go to "Alternative Testing" found under the "My Accommodations" tab

3. Select the class you wish to schedule an exam for from the drop-down menu. Then, click "Schedule an Exam".

Login as User Feature	ALTERNATIVE TESTING
Back to My Profile	Alternative Testing Agreement(s)
¥ Home	Below is the list of all Alternative Testing Agreement(s) submitted through the system. You can still request exams even if there is no Alternative Testing Agreement specified.
My Dashboard	Select Class: MCOM 461.001 - Mass Communication Internship (30479)
My Profile	Choose appropriate class and
Request for Appointment	select "Schedule an Exam"
Submit Additional Documentation to OA My Mailbox (Sent E-Mails)	Questions? Contact Us! Please contact our office if you have any questions regarding Alternative Testing request.
My Accommodations	Karen Medin: Test Center Operations Manager 311 Bancroft Hall 802 323 2000 epter 2
My Eligibility	medink@winthrop.edu
 List Accommodations 	Samantha Barrett: Test Center Assistant
Alternative Testing	312 Bancroft Hall testcenter@winthrop.edu

4. Above the exam detail, a class schedule and location will display for you to see. Students must test at the same date and time as the class unless there is a valid academic conflict.
Request Type: Specify if your request is for an Exam, Midterm, or Final.
Date: Enter date of the exam. Time: Enter time of the exam.
Services Requested: Select which accommodations you want to use. All approved testing accommodations will automatically show here.
Additional Note: Include any additional information for the proctor (example: testing later than the class

Additional Note: Include any additional information for the proctor (example: testing later than the class due to back-to-back classes).

Once the form is completed, click "Add Exam Request".

sease do not longer to boy out	Days	Time Start	Time End	Date Range	Location
and Close Your Browser.		N/A	N/A	05/18/2020 - 08/12/2020	ТВА
Choose ass type: Quiz. S Exam (regul Midterm, or	Atemative esement Standard Final.	Testing Agreement Type * Request Type * Date *	t Alternative Testin Quiz View: Exam 17/13/2020 Hint: Enter date in 3 PM 00 Services Req Distraction=Re	ng Agreement	(i.e. 12/31/2010). Ided Time 50%
	specific test. Options availal will depend up approved accommodation each student	ble on ^{Additional Note} ns for	: Select "Add	d Exam Request"	

- 5. Exam requests must be received <u>three (3) buisness days prior to the exam date</u>. For example, three (3) buisness days prior to a Monday exam is the previous Wednesday. This change takes effect Fall 2021.
 - **a.** If you submit a request with <u>less</u> than 3 buisness days notice, you will be directed to a second page after clicking the "Add Exam Request" option in the previous image. You must submit a reason as to why it is a late request. **Your request will not go through if you do not complete this step.**
- 6. If your test is rescheduled, cancelled, or you are unable to keep your DRC Testing Center appointment due to illness, please remember to cancel your exam request through AIM. Log into your AIM account and select "Alternative Testing" under the "My Accommodations" tab on the left side. In the "Upcoming Exam Request(s) for the Current Term", click "Cancel Request"

Login as User Feature	ALTERNATIVE TESTING	
Back to My Profile	Alternative Testing Agreement(s)	
Home	Below is the list of all Alternative Testing Agreement(s) submitted through the system. You no Alternative Testing Agreement specified.	u can still request exams even if there is
My Dashboard	Select Class: Select One	~
My Profile	Charles on Dama	
Request for Appointment	Schedule an Exam	
Submit Additional		
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Ny Malbox (Sent E-Mals)	MCOM 461.001 - Mass Communication Internship	View Other Exams
Ny Maibox (Sent E-Mails) Ny Accommodiations	MCOM 461.001 - Mass Communication Internship Standard Exam - Tuesday, July 21, 2020 - 03:00 PM - 04:53 PM (113)	View Other Exams
Ny Maibox (Sent E-Mails) My Accommodations Ny Eligibility	MCOM 461.001 - Mass Communication Internship Standard Exam - Tuesday, July 21, 2020 - 03:00 PM - 04:53 PH (113) Status: Approved	View Other Exams Modify Request Cancel Request
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My Malbox (Sent E-Mals) My Accommodations My Elgbility List Accommodations Alternative Testing Any questions or concerns?	HCDH 461.001 - Hass Communication Internship Standard Exam - Tuesday, July 21, 2020 - 03:00 PM - 04:53 PH (113) Statts: Approved Approved Account Statu(0): - Distaction Reduced Tasting Environment: - Standerd Time 50% Powett Environ Month(1): 2020 # 11:04:37 AM	Vew Other Some Modify Recyest Cancel Request For whatev you no long take your a Test Center cancel your

***If you have any questions concerning the new process for requesting exams in AIM, contact the DRC at <u>disabilitysupport@salisbury.edu</u> or 410-543-6087. We are here to help you!